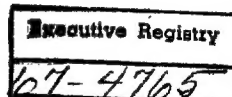


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6 October 1967

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations
1 - 30 September 1967

WJ

1. Cables Processed

A. The combined work units of CIA and non-CIA cables totaled 59,908 items broken down as follows:

CIA IN	20,001
CIA OUT	7,639
Miscellaneous (including Archives 607)	4,482
Non-CIA	<u>27,786</u>
Total Work Units	59,908

B. CIA IN and OUT cables totaled 271,272 for 1 January - 30 September 1967, an increase of 7% over the same period in 1966, (253,050) and 16% more than the base period 1963 (233,257).

C. Non-CIA cables for 1 January - 30 September 1967 totaled 252,962 an increase of 16% over the same period in 1966 and 89% more than the base period 1963 (133,889).

D. Work units totaled 569,851 for 1 January - 30 September 1967 which is 10% more than the same period in 1966 (515,980) and 39% more than the base in 1963 (409,885).

E. 926 cables or 2% of all cables processed were furnished to the Director as compared to 1,229 or 2% for August 1967.

2. Personnel

During the month we gained five and lost two persons. This leaves us with a strength of [REDACTED] making us six persons short of our T/O of [REDACTED]

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3. General

A. In FY 67 our overall costs increased by 9%, as did the number of items processed. The cost per item of work completed was reduced from \$1.49 in FY 66 to \$1.48 in FY 67. This is not a significant reduction in cost, obviously; however, the fact that we were able to keep costs from rising despite a general pay raise and the purchase of \$72,000 of new equipment is worthy of mention. Had we not had a pay raise and had we not purchased the Keytronic Document Sorter, our cost per item completed would have been under \$1.40.

B. Our production per person increased by 9% over FY 66.

C. Attached is a copy of a chart showing production, cost and other data.



Y Cable Secretary

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Attachment

As stated above

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